



Online Training for Electronic Visa Applications

U.S. Embassy Baghdad
Consular Section



Introduction to EVAF

- Applicants can submit information for their visa application at an Internet web site on an electronic visa application form (EVAF).
- At this web site applicants will fill out the EVAF, and press a "continue" button. After the form is displayed in Adobe Acrobat, it can be printed.
- The Department of State has asked that all overseas posts require the use of the EVAF as of November 1, 2006.



How will this online training help me?

After completing this online training and the accompanying exercises, applicants should be able to:

- Access the EVAF online
- Fill in the electronic application
- Print out the application for submittal to the Consular Section



Glossary of terms

- EVAF- electronic visa application form



Accessing EVAF

- The EVAF can be found on the internet at <http://evisaforms.state.gov>
- Alternatively, applicants may link to the EVAF from our website by going to <http://iraq.usembassy.gov/>, as detailed in the next few slides

U.S. Embassy Baghdad, Iraq - Microsoft Internet Explorer

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Address <http://iraq.usembassy.gov/> Go Links

U.S. DEPARTMENT OF STATE

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EMBASSY HIGHLIGHTS

Radio Address By The President To The Nation

September 30, 2006 -- THE PRESIDENT: Good morning. Today I want to talk to you about a matter of national security that has been in the news -- the National Intelligence Estimate on terrorism. The NIE is a classified document that analyzes the threat we face from terrorists and extremists. Parts of this classified document were recently leaked to the press. That has created a heated debate in our Nation's capital, and a lot of misimpressions about the document's conclusions. I believe the American people should read the document themselves and come to their own conclusions, so I declassified its key judgments. [\(complete text\)](#)

LATEST HEADLINES FROM THE EMBASSY

2006 U.S. Elections Notice
U.S. citizens who plan to vote in the upcoming mid-term elections are urged to submit their voter registration and/or absentee ballot requests without delay. Use the Federal Post Card Application, available online from the [Federal Voting Assistance Program \(FVAP\) Web site](#). [\(complete text\)](#)

Memorial Service Held In Basra, Iraq For Embassy Contractor Killed Friday

September 26, 2006 -- BASRA, IRAQ -- Friends and colleagues of a U.S. State Department contractor killed during a September 22 rocket attack at the U.S. Regional Embassy Office in Basra gathered for a memorial service held there today. During the memorial service, U.S. Embassy Baghdad Deputy Chief of Mission Daniel Speckhard remarked that the man "exhibited a love for his work, love for his colleagues and above all, love for his country." [\(complete text\)](#)

From the main website, click on the "Visas to the U.S." Button

— SPOTLIGHT U.S.A. —

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— OTHER INFORMATION —

<http://iraq.usembassy.gov/iraq/consular.html>

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What Is a Visa? - U.S. Embassy Baghdad, Iraq - Microsoft Internet Explorer

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VISAS TO THE U.S.

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VISA SERVICES

What Is a Visa?



A visa is issued by a U.S. Embassy or Consulate. A visa entitles the holder to travel to the United States and apply for admission; it does **not** guarantee entry. An immigration inspector at the port of entry determines the visa holder's eligibility to enter the United States.

Who Needs a Visa?

Anyone who is not eligible to enter the United States visa free under the [Visa Waiver Program \(VWP\)](#), or is not exempt from the visa requirement.

Please note: Travelers born in the United States and those who hold dual citizenship with the United States must enter and depart the United States on U.S. [passports](#).

What Types of Visas Are Available?

- Nonimmigrant Visas
- Immigrant Visas

— CONTACT INFORMATION —

Hours
Sunday - Thursday
09:00 - 11:30
13:00 - 15:30
* closed Wednesday afternoons

By Telephone
Iraqna Cell: 07901-168-383
Land Line: 240-553-0584 x5635

By Email
usconsulbaghdad@state.gov

— USEFUL LINKS —

Travel.state.gov

[U.S. Citizenship and Immigration Services](#)

http://iraq.usembassy.gov/iraq/visa_forms.html

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VISA FORMS

Visa Application Forms

All of the forms listed below are in PDF format and require [Adobe Acrobat Reader](#) to view them.

Nonimmigrant Visa Forms	
Form Name	Description
DS-156	Nonimmigrant Visa Application Form
DS-157	Supplemental Nonimmigrant Visa Application Form
Supplement	Supplemental Nonimmigrant Visa Application Form
DS-158	Contact Information for Nonimmigrant Visa Applicants
DS-2019	Exchange Visitor Form for J Visas: This form is provided by the host institution.

Immigrant Visa Forms	
Form Name	Description
I-129F	Petition for Alien Fiancé(e) & K Visa Applicants
DS-156K	Supplemental Application for Fiancé(e)s
I-130	Petition for Alien Relatives

(13 items remaining) Downloading picture http://iraq.usembassy.gov/iraq/img/assets/4468/embassy_iraq.jpg... Internet

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DS-156 - Microsoft Internet Explorer

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Address <https://evisaforms.state.gov/ds156.asp?lang=1> Go Links

DO NOT PRINT THIS PAGE. You must click the "Continue" button below and then print the form to complete the process. Please do not click the "Continue" button more than once. Your answers must be in English and must use English characters.

 **U.S. Department of State**
NONIMMIGRANT VISA APPLICATION

Approved OMB 1405-0018
Expires 09/30/2007
Estimated Burden 1 hour
See Page 2

PLEASE TYPE OR PRINT YOUR ANSWERS IN THE SPACE PROVIDED BELOW EACH ITEM

1. Passport Number

2. Place of Issuance:
City
Country
State/Province

3. Issuing Country

4. Issuance Date (dd-month-yyyy)
day month year

5. Expiration Date (dd-month-yyyy)
day month year

6. Surnames (As in Passport)

7. First and Middle Names (As in Passport)

8. Other Surnames Used (Maiden, Religious, Professional, Aliases)

9. Other First and Middle Names Used

10. Date

11. Place of Birth
City
Country
State/Province

12. Nationality

13. Sex ☐ Male

14. National Identification Number (If applicable)

15. Home Address (Include apartment number, street, city, state or province, postal zone and country)
Street Address Line 1

DO NOT WRITE IN THIS SPACE

Done

Start | Inbox - Microsoft Outloo... | NIV | DS-156 - Microsoft In... | EVAF - Microsoft Word | Local intranet | 4:55 PM

From this screen, fill in all of the required information. Make sure all of the fields are filled in. Enter "N/A" as applicable.

10/27/2006

DS-156 - Microsoft Internet Explorer

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Address <https://evisaforms.state.gov/ds156.asp?lang=1> Go Links

While a YES answer does not automatically signify ineligibility for a visa, if you answered YES you may be required to personally appear before a consular officer.

39. Was this Application Prepared by Another Person on Your Behalf? ☐ Yes ☐ No
(If answer is YES, then have that person complete item 40.)

40. Application Prepared By:

NAME: Relationship to Applicant:

ADDRESS:

Signature of Person Preparing Form: DATE (dd-month-yyyy)

41. I certify that I have read and understood all the questions set forth in this application and the answers I have furnished on this form are true to my knowledge and belief. I understand that any false or misleading statement may result in the permanent refusal of a visa or denial of entry into the United States. That possession of a visa does not automatically entitle the bearer to enter the United States of America upon arrival at a port of entry if he or she is determined to be inadmissible.

APPLICANT'S SIGNATURE DATE (dd-month-yyyy)

Privacy and Paperwork Reduction Act Statements

INA Section 222(f) provides that visa issuance and refusal records shall be considered confidential and shall be used only for the formulation and enforcement of the immigration, nationality, and other laws of the United States. Certified copies of visa records may be made available to the public if the information contained in such records is needed in a case pending before the court.

Public reporting burden for this collection of information is estimated to average 1 hour per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State, AVRPS/DIR, Washington, DC 20520.

DS-156 Page 2 of 2

DO NOT PRINT THIS PAGE. You must click the "Continue" button below and then print the form to complete the process. Please do not click the "Continue" button more than once. Your answers must be in English and must use English characters.

Clicking on the "Generate Family Duplicate" button will copy some of the values into a new online DS-156 application form. Please click [here](#) for more information on this feature.

Continue

Clear Form Generate Family Duplicate

[Return to the Instructions Page](#)

Done

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4:56 PM

Press the "Continue" Button when you are finished filling out all of the information

https://evisaforms.state.gov/ds156_complete.asp?pdf=DS156_Complete.pdf - Microsoft Internet Explorer

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U.S. Department of State
NONIMMIGRANT VISA APPLICATION

Approved OMB 1405-0018
 Expires 09/30/2007
 Estimated Burden 1 hour
 See Page 2

PLEASE TYPE OR PRINT YOUR ANSWERS IN THE SPACE PROVIDED BELOW EACH ITEM

1. Passport Number	2. Place of Issuance: City		Country	State/Province	DO NOT WRITE IN THIS SPACE B-1/B-2 MAX B-1 MAX B-2 MAX Other _____ MAX Visa Classification	
3. Issuing Country	4. Issuance Date (dd-mmm-yyyy)		5. Expiration Date (dd-mmm-yyyy)		Number of Applications	
6. Surnames (As in Passport)					Validity	
7. First and Middle Names (As in Passport)					By _____	
8. Other Surnames Used (Maiden, etc.)					214(b) 221(g)	
9. Other First and Middle Names Used					INA	
11. Place of Birth: City		Country	State/Province		12. Nationality	
13. Sex Male	14. National Identification Number (If applicable)		15. Home Address (Include apartment number, street, city, state or province, postal zone and country)			

8.47 x 11.11 in 1 of 3

Done Local intranet

Start Inbox - Microsoft Outlook... NIW https://evisaforms.st... EVAF - Microsoft Word 4:58 PM

The application will open up Adobe Acrobat, which will show your completed form. Click on the "Print" Button. Be sure to print out all three pages. The third page will have a barcode on it. All three pages of the DS-156 must be submitted with the completed visa application package.

Visa Application Forms - U.S. Embassy Baghdad, Iraq - Microsoft Internet Explorer

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VISA FORMS

Visa Application Forms

All of the forms listed below are in PDF format. Click on the link to view them.

Form Name	Description
Nonimmigrant Visa Forms	
DS-156	Nonimmigrant Visa Application Form
DS-157	Supplemental Nonimmigrant Visa Application Form
Supplement	Supplemental Guide to the DS-157
DS-158	Contact Information and Work History for Nonimmigrant Visa Applicants
DS-2019	Exchange Visitor Form for J Visas: This form is provided by the host institution.
Immigrant Visa Forms	
I-129F	Petition for Alien Fiancé(e) & K Visa Applicants
DS-156K	Supplemental Application for Fiancé(e)s
I-130	Petition for Alien Relatives

Go back to the forms page, but this time click on the "DS-157: Supplemental Nonimmigrant Visa Application Form"

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http://foia.state.gov/FORMS/visa/ds0157.pdf - Microsoft Internet Explorer

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U.S. Department of State
SUPPLEMENTAL NONIMMIGRANT VISA APPLICATION
Approved OMB 1405-0134
Expires 09/30/2008
Estimated Burden 1 Hour*

PLEASE TYPE OR PRINT YOUR ANSWERS IN THE SPACE PROVIDED BELOW EACH ITEM
PLEASE ATTACH AN ADDITIONAL SHEET IF YOU NEED MORE SPACE TO CONTINUE YOUR ANSWERS

1. Last Name(s) <i>(List all Spellings)</i>	2. First Name(s) <i>(List all Spellings)</i>	3. Full Name <i>(In Native Alphabet)</i>
4. Clan or Tribe Name <i>(If Applicable)</i>		5. Spouse's Full Name <i>(If Married)</i>
6. Father's Full Name		
8. Full Name and Address of Contact Person or Organization in the United States		
Full Name and Address		
9. List All Countries You have Entered in the Last Ten Years <i>(Give the Year of Each Visit)</i>	10. List All Countries You have Entered in the Last Ten Years <i>(Give the Year of Each Visit)</i>	
12. Not Including Current Employer, List Your Last Two Employers		
<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>

8.5 x 11 in 1 of 1

Done Local intranet

Start Inbox - Microsoft Outlook NIV http://foia.state.gov/... EVAF - Microsoft Word 5:00 PM

The form will open up in Adobe Acrobat. Fill in all of the fields and click "Print". This form must also be submitted with your completed visa application package.

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DS-156	Nonimmigrant
DS-157	Supplementa
Supplement	Supplementa
DS-158	Contact Information and Work History for Nonimmigrant Visa Applicants
DS-2019	Exchange Visitor Form for J Visas: This form is provided by the host institution.

Immigrant Visa Forms

Form Name	Description
I-129F	Petition for Alien Fiancé(e) & K Visa Applicants
DS-156K	Supplemental Application for Fiancé(e)s
I-130	Petition for Alien Relatives

Go back to the forms page. Click on "Supplement," which will take you to the "Supplemental Guide to DS-157"

(13 items remaining) Downloading picture http://iraq.usembassy.gov/iraq/img/assets/4468/embassy_iraq.jpg... Internet

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http://iraq.usembassy.gov/iraq/img/assets/5816/guide_to_supplemental_niv_app.pdf - Microsoft Internet Explorer

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Guide to Completing the Supplemental Nonimmigrant Visa Application

In order to ensure prompt processing of your visa application, please be as detailed as possible in completing the Supplemental Nonimmigrant Visa Application. If you are unable to provide an answer to a question, indicate "N/A" if the question does not apply to you, indicate "None" or "No." Some questions may require you to provide a response for each component of the question.

Question 3: Please write your name

Question 12: Please list *all* of your employers since you completed your studies and provide the dates for this employment, and your job title for each job.

NAME OF EMPLOYER/COMPANY	YOUR JOB TITLE	DATES EMPLOYED FROM - TO
--------------------------	----------------	--------------------------

8.5 x 11 in 1 of 1

Done Internet

Start Inbox - Microsoft Outloo... NIV http://iraq.usembass... EVAF - Microsoft Word 5:02 PM

The form will open up in Adobe Acrobat. Fill in all of the fields and click "Print". This form must also be submitted with your completed visa application package.

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DS-156K	Supplemental Application for Fiancé(e)s
I-130	Petition for Alien Relatives

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Go back to the forms page, but this time click on the “DS-158: Contact Information and Work History for NIV Applicants”

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U.S. Department of State

CONTACT INFORMATION AND WORK HISTORY FOR NONIMMIGRANT VISA APPLICANT

OMB APPROVAL NO. 1405-0144
EXPIRES: 08/31/2009
ESTIMATED BURDEN: 1 HOUR

Please Type or Print Your Answers in the Space Provided Below Each Item
Please Attach an Additional Sheet if You Need More Space to Continue Your Answers

1. Last Name(s)		First Name(s)		Middle Name
2. Date of Birth (mm-dd-yyyy)		3. Place of Birth Country		City/Town State/Province
4. Permanent Home Address and Telephone Number (Include Apartment Number, Street, City, State or Province, Postal Zone, and Country)				
5. Full Name and Address of Spouse (If Applicable) (Postal box or Mailing Address) Name (Last, First, Middle) Address Telephone Number				
6. Full Names and Addresses of Children, Parents, and Siblings Name (Last, First, Middle) Address Last_Nb Relationship Telephone Number				

8.5 x 11 in 1 of 2

Done Start Inbox - Microsoft Outloo... NIV http://foia.state.gov/... EVAF - Microsoft Word Local intranet 5:04 PM

The form will open up in Adobe Acrobat. Fill in all of the fields and click "Print". This form must also be submitted with your completed visa application package.



Finalizing your application

Your application is now ready to be submitted. Be sure to submit the following items:

- Completed DS-156 plus barcode page,
- Completed DS-157 and completed Supplement to DS-157,
- Completed DS-158 (required for business/tourism applicants, recommended for all applicants),
- Original diplomatic note from the Iraqi Ministry of Foreign Affairs; if there is a group of applicants, then the original is submitted, with copies of the dip note submitted with each application; (for official/diplomatic applicants),
- Official documentation from the government agency paying for trip with fund cite, or other programmatic information, the dates of the program, the location of the program, the participants in the program and their titles, and what expenses they are covering (such as travel, lodging, meals, per diem, etc.) (for all business/tourism applicants and official/diplomatic applicants paid for by USG),
- Passport picture (2"x2" photo according to guidelines in website, e.g. photo paper, white background, ears and chin showing, face at least 1.25" large, facing forward),
- Original passport with expiration date at least 6 months after arrival to US ,
- Copy of the data pages of your passport, and
- Copy of the national identity card card



Where to Get More Information

Contact information:

- Website: <http://iraq.usembassy.gov>
- E-mail address:
usconsulbaghdad@state.gov
- Phone numbers: US: 240-553-0589,
Iraqna: 07901-910-058